

# **BLAIR COUNTY AIRPORT AUTHORITY**

## **REGULAR MEETING**

**APRIL 9, 2018**

Drew Swope, Chairman, called the Regular Meeting of the Blair County Airport Authority to order at 6:00 PM. The meeting was held in offices of the Blair County Airport Authority at the Altoona-Blair County Airport, 310 Airport Drive, Martinsburg, PA 16662. The meeting began with the pledge of alliance to the flag of the United States of America.

Those present included BCAA board members Herbert Bolger, Mike Ritchey, Seth Smith, and Drew Swope. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; Dave Jones and Tim Bieber, of Delta Airport Consultants, Mark Cestari Southern Airways; and Kay Stephens of the Altoona Mirror.

### **Approval of Agenda**

- A. Mike Ritchey made a motion to approve the agenda for the April 9, 2018, Regular Meeting. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### **Approval of Minutes**

- A. Mike Ritchey made a motion to approve the minutes from the March 12, 2018, Regular Meeting. Seth Smith seconded the motion. All board members present voted Aye. Motion passed.

### **Visitors**

- A. Mark Cestari, of Southern Airways, addressed the board, reporting on, and answering questions, regarding Southern Airways operations and marketing. Items covered included data regarding passengers, Interline Agreement, and PIT and Capitol Connector Marketing.

### **Manager's Report**

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – April 9, 2018.") Herbert Bolger made a motion of approve the Manager's Report. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### **Engineer's Report**

- A. Dave Jones and Tim Bieber provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – March 2018 – Updated April 5, 2018") Herbert Bolger made a motion to approve the Engineer's Report. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Seth Smith made a motion to separate the T-hangar project from the Office Building and Corporate Hangar Projects in applying for USDA-RD funding. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye.
- C. Seth Smith made a motion to authorize the creation of a new Task Order for preparation of a USDA-RD Environmental Report for the T-Hangar project, with the cost of preparation and filing not to exceed \$15,000, and to authorize BCAA officers and employees to execute the agreement. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

## Board Committee Reports

- A. **Property Committee** – Items relating to the new construction projects were discussed in the Manager and Engineer Reports.
- B. **Finance Committee** – Financial statements for the month were presented. Motions were included on the agenda for approval of disbursements for the month.
- C. **Marketing Committee** – Nothing to report.
- D. **Personnel Committee** – Glenn Benner, maintenance employee, has submitted his resignation. There is a motion on the agenda to accept his resignation.
- E. **Communications** – Nothing to report.
- F. Mike Ritchey made a motion to approve the board committee reports. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

## New Business

- A. Seth Smith made a motion to approve advertising for bids for the sale of an airport owned house, located at 3015 Cove Mountain Road, Martinsburg, PA. Successful bidder must remove the house from the property. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Herbert Bolger made a motion of accept the resignation of Glenn Benner from a full-time maintenance position, effective April 27, 2018. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Seth Smith made a motion to approve payment of March invoices from the General Fund in the amount of \$23,509.59, \$9,435.04 of which was paid prior to the meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

## Adjournment

- A. Seth Smith made a motion to adjourn the regular meeting and enter Executive Session for the purpose of considering the lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option, as provided in Section 708(a)(3) of the Sunshine Act. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. The next regular meeting will be held on Monday, May 14, at 6:00 PM in the BCAA Offices.

---

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, May 14, 2018.

---

Mike Ritchey, Secretary, BCAA